



Department of Administrative Services State of Georgia Job Description

Audit Data Analyst

Job Code: 31651
Pay Grade: 14
Salary Range: \$31,474 - \$55,072

Job Description, Responsibilities, Standards, and Qualifications

Job Description:

Under general supervision, gathers, compiles, and organizes data and records for procurement technical reviews for the compliance audit team. Performs basic data analysis and produces related reports using state of Georgia Procurement laws, Georgia Procurement Manual standards, and best business practices. Provides technical support and assistance to the compliance audit team.

Job Responsibilities & Performance Standards:

- 1. Gathers, compiles, and assesses procurement transactions and spend data. Enters and extracts data and prepares reports.**
 1. Gathers, organizes, and maintains procurement transactions and spend data from various statewide systems.
 2. Extracts and filters data and transactional information for analysis from a variety of data sources and automated systems.
 3. Prepares, formats, and compiles relevant data for procurement technical reviews, based on program procedures.
 4. Enters and maintains data in the audit software system, ensuring that data is accurate and current for each assigned project.
 5. Performs basic analysis and tabulation of program metrics and prepares or maintains tracking software and/or reports.
 6. Researches specific data requests and provides timely follow-up for procurement technical reviews. Investigates pertinent documents and data as needed.
- 2. Assists the compliance audit team with procurement technical reviews, system updates, special projects, and related reports.**
 1. Assists the compliance audit team with specific segments of the procurement technical review process.
 2. Performs initial reconciliation, tabulation, and verification of data.
 3. Formats and prepares reports, and system entries. Forwards data to other team members for evaluation and analysis.
 4. Performs special projects or assignments for compliance audit team members.
 5. Assists with reviewing, updating, and maintaining program/process documentation.

6. Assists compliance audit team in compiling accurate and timely reports.
- 3. Identifies and assists in the development and implementation of procurement performance improvement measures and related action plans.**
 1. With compliance audit team, participates in the assessment of procurement operations and identifies process improvement opportunities.
 2. Identifies problem areas, deficiencies, data trends, and communicates recommendations for streamlining programs/processes to supervisor.
 3. Prepares audit and process improvement training materials for presentations.
 4. May participate in the implementation and training of process improvement initiatives to state entities.
- 4. Develops professional knowledge of the procurement field. Observes and assists compliance audit team with procurement technical reviews.**
 1. Develops current, broad knowledge of the procurement field by conducting appropriate research of trade journals, internet resources, policy and standards manuals, and communicating with peers and other experts as appropriate.
 2. Participates in professional continuing educational programs to achieve and maintain certification.
 3. Assists in conducting procurement technical reviews by traveling with compliance audit team members to audit sites.
 4. Identifies, evaluates, and adopts best-practices on a continual basis.
- 5. Provides technical support and customer service to state entities.**
 1. Assists in providing audit and process improvement tools to state entities.
 2. Directs customers to appropriate resources in a timely manner.
 3. Assists customers in gaining timely access to accurate information regarding purchasing compliance and best practices.
 4. Provides exceptional and timely customer support and follow-up.
- 6. Updates, maintains, files, and stores procurement technical review information and related data.**
 1. Assists with maintaining all data and reports generated for reviews in automated audit system for future reference and documentation.
 2. Tracks time reporting and related expenses in automated audit system.
 3. Updates changes to audit and process improvement tools documentation.
 4. Scans, indexes, and archives files and records to maintain history of procurement technical reviews.

Competencies:

- 1. Career Specific Expertise (level 2)**
 - **Basic knowledge**
 - Has basic understanding of body of knowledge areas required for job.
 - Applies appropriate technical knowledge to some job-related tasks.
 - Operates at the apprentice level, performs work under guidance.
- 2. Applies Technology to Tasks (Technology Orientation) (level 3)**

- **Makes routine use of technology**

- Uses multiple (existing) technology applications to perform duties.
- Uses technology effectively to complete assignments.
- Learns how to effectively use required technology.

3. Collects and Organizes Information (level 3)

- **Uses formal or systematic procedures to collect and maintain information.**

- Collects information from multiple sources.
- Identifies needs for information and collects from multiple sources within the organization.
- Organizes information in clear and easy to access system.
- Continually updates outdated information.

4. Organizational Awareness (level 3)

- **Acts in accordance with organizational climate and culture**

- Operates effectively within formal and informal organization systems.
- Recognizes and acts in accordance with organizational climate and culture.
- Follows “chain of command” when reporting information.
- Understands political forces within an organization.

5. Teamwork (level 3)

- **Works cooperatively with others**

- Actively provides information and suggestions
- Accepts and completes team assignments
- Follows through on commitments to team members

6. Integrity/Honesty (level 3)

- **Trustworthy.**

- Keeps organizational and personal information confidential.
- Refrains from gossip/rumor mill.

7. Interpersonal Skills (Working with Others) (level 3)

- **Interacts pleasantly and positively with others.**

- Utilizes multiple approaches in dealing with others.
- Respectful and considerate of others’ point of view.
- Objective – doesn’t interact using a hidden agenda.

Minimum Qualifications:

Completion of a four-year degree from an accredited college or university.

OR

Four years of prior experience with data maintenance or data systems, which included significant experience in creating and manipulating data into technical reports, and performing related research and data review.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Completion of a four-year degree from an accredited college or university with a degree in Business Administration, Public Administration, Purchasing, Accounting, or a related field.
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- Experience with auditing systems such as Auto Audit for Windows and SNAP! Reporter.
- Experience using PeopleSoft Financials 7.2 or 8.8